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STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN AND ADULT LICENSING

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December 8, 2005

CHILD PLACING AGENCY LETTER 2005-01

TO: Child Placing Agencies and Family Courts that Certify Foster Homes

SUBJECT:

- Foster Home Moves
- Changes in Foster Home Groups
- Reopening a Closed Enrollment or Closed Foster Home License
- Medical Statements for Foster Home and Adoptive Home Applicants
- Criminal Record Checks
- Training for Foster Home Certification
- Online License Information
- OCAL 3706 Transaction Processing Chart

EFFECTIVE DATE: Immediately

FOSTER HOME MOVES

New license numbers will no longer be assigned to foster family homes or foster family group homes when the family moves to another address and wishes to continue being licensed. When the family notifies the agency of a planned move an application (OCAL 3889) for the new address must be obtained along with a Record Clearance (OCAL 1326) for each adult member of the household. The agency is to assess the new home for compliance with the applicable Licensing Rules for Foster Family Homes and Foster Family Group Homes. An OCAL 3080 must be completed for the relevant rules and an addendum to the most recent narrative must be completed.

The agency is to submit the Licensing Record Transaction (OCAL 3706) marked as a change, along with the OCAL 1326 for the adults in the household. All information that is to be changed is to be lined through in red. **DO NOT MAKE THE OLD INFORMATION UNREADABLE.** The new information is to be printed in red ink. The license number will remain the same. If the family is moving from one county to another county, the first two digits of the license number will change to reflect the correct county number, but the rest of the number will remain the same.

If OCAL previously conducted an ART review on a family member for the current license, a copy of the ART approval letter should be attached to that person's 1326. If the agency is aware of past convictions that are non-specified crimes, a copy of the assessment of that crime should be submitted. If no ART approval letter or assessment of the conviction is submitted and a criminal conviction shows up on any of the OCAL 1326s, the information will be returned to the agency for assessment prior to the changes being made.

When a foster family group home is moving and wishes to remain a group home, new zoning documents must be submitted to the zoning authority. The zoning statute requires the excessive concentration data be completed and the 45-day wait for the new license. These requirements cannot be waived or altered. If a family is changing from a family home to a group home or from a group home to a family home, a new enrollment is still needed and a new license number will be issued.

CHANGES IN FOSTER HOME GROUPS

Changes in the foster home licensee group – i.e. either adding or deleting a licensee, - will no longer require a new enrollment and a new license number. An OCAL 3889 for the new licensee group and an OCAL 1326 for each adult household member must be submitted with the OCAL 3706. All changes in information are to be made in red ink. A copy of the narrative that assesses the impact of adding a new licensee or deleting a current licensee must be submitted with the request for the change. When adding a new licensee, the agency is to secure references from 3 non-related people for the new licensee.

If OCAL previously conducted an ART review on a family member for the current license, a copy of the ART approval letter should be attached to that person's 1326. If the agency is aware of past convictions that are non-specified crimes, a copy of the assessment of that crime should be submitted. If no ART approval letter or assessment of the conviction is submitted and a criminal conviction shows up on any of the OCAL 1326s, the information will be returned to the agency for assessment prior to the changes being made

REOPENING A CLOSED ENROLLMENT OR CLOSED FOSTER HOME LICENSE

An enrollment automatically closes in the OCAL database 12 months after the applicant(s) signed the OCAL 3889, regardless of the date the information was entered into the data base. When an agency wishes to reopen the enrollment, a new OCAL 3889 must be submitted along with a new OCAL 1326 for each adult household member along with the OCAL 3706. The assigned license number will remain the same. The OCAL 3706 is to be coded as a reopen.

When a license is closed and the family requests that the license be reopened, the same license number will be used. If the family now resides in a different county, only the first two numbers will be changed to reflect the new county of residence. When the license has been closed less than 12 months, the agency may complete an updated study for the reopening of the license. A new placement agreement must be obtained. A new OCAL 1326 will be required for each adult household member however; orientation, new medical statements and new references will not be required. An agency may make a decision to obtain new references and new medical statements or to require specific training classes at the discretion of the agency. If the license has been closed 12 months or more, the agency is to treat the application as a new application and obtain all documents required for an initial license. Either the updated home study or the original home study must be submitted with the request to reopen the license.

If OCAL previously conducted an ART review on a family member for the current license, a copy of the ART approval letter should be attached to that person's 1326. If the agency is aware of past convictions that are non-specified crimes, a copy of the assessment of that crime should be submitted. If if no ART approval letter or assessment of the conviction is submitted and a criminal conviction shows up on any of the OCAL 1326s, the information will be returned to the agency for assessment prior to the changes being made

MEDICAL STATEMENTS FOR FOSTER HOME AND ADOPTIVE HOME APPLICANTS

Child Placing Agency Rules 400.12310 (3) (e) and 400.12605 (3) (e) require that a physician sign medical statements for prospective foster and adoptive family members. Recent changes in the Probate Code and the Child Care Organization Act allow the medical statements to be signed by a licensed nurse practitioner or a licensed physician's assistant. The two rules identified above will be amended to recognize these changes as soon as possible. In the meantime, agencies will not be cited for violating the rule if the allowed licensed practitioners sign medical statements.

CRIMINAL RECORD CHECKS

For many years, OCAL has run a weekly match of licensees and adult household members against new entries on central registry. When there is a match, the certifying agency is notified by letter and advised to follow up with a special investigation if one has not already been initiated. OCAL is working with other organizational units in DHS to begin running a tape match of all licensees and household members against the Michigan State Police criminal history system on a monthly basis. As with Central Registry matches, OCAL will notify the certifying agency by letter that either a licensee or an adult household member has a new criminal conviction; a special investigation must be opened.

Information that there is a criminal conviction or a central registry entry may affect the licensee's ability to receive payments for youth for whom DHS makes payments. Adult household members are attached to the license when the license is opened or when OCAL is notified that an adult household member has moved into the home. When an adult household member moves out of the home, there has been no process for notifying OCAL of the change. In order to make sure that payments are not affected and unnecessary investigations are not opened, child-placing agencies are to begin notifying OCAL when an adult household member moves out of a foster home. This is to be done by sending a memo identifying the name and social security number of the person who no longer resides in the home and the date the person moved out of the home attached to a copy of the OCAL 3706.

As a reminder, LEIN printouts may not be shared with applicants, licensees, or adult household members. If a person on whom OCAL has completed a LEIN clearance disputes the fact that he/she has a conviction, the agency may complete a clearance using the ICHAT system on the Michigan State Police website. The printout from ICHAT may be shared with the person. The person may take that printout to the Michigan State Police and request a fingerprint check to dispute the criminal conviction information.

The purpose of the LEIN information is to assist in making a decision regarding a licensing or adoption recommendation. After the implementation of the agency's recommendation, or OCAL's recommendation if it is different than the agency's recommendation, the LEIN printouts in the file are to be destroyed by shredding them. The certifying agency will know the recommendation has been implemented when the OCAL 3706 turnaround is received showing that the license or the enrollment has been closed or there is a final decision from the Department director upholding or overturning a recommendation for disciplinary licensing action. (Denial of Issuance, Revocation, Refusal to Renew) If the decision is an adoption decision, the recommendation is implemented when the agency provides the applicant for adoption with a signed dated copy of the recommendation.

TRAINING FOR FOSTER HOME CERTIFICATION

Due to the high demand for foster home certification training, the training that was scheduled for February 2006 has been changed from complaint handling to certification training. The training dates are February 7, 8 9, 2006. The registration form and information regarding the training are available on the website at www.michigan.gov/dhs. Click on licensing on the left hand side, on children's foster care on the right hand side, and certification training in the center column.

ONLINE LICENSE INFORMATION

To determine if an original license has been issued, go to the website, www.michigan.gov/dhs and click on child welfare licensed facilities in the Online Lookup section of the page. Enter your agency's license number and click on search. At the top of the agency page, click on "licensed foster homes". The system will show an alphabetical list of all active foster homes certified by the agency with the license number, license status, effective date and expiration date. This information is updated daily.

Sincerely,

James B. Gale, Director
Office of Children and Adult Licensing

OCAL 3706-TRANSACTION PROCESSING

| ACTION | DOCUMENTS TO BE SUBMITTED |
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| Enrollment | OCAL 3889, Application, OCAL 1326, Clearance form on all adult members of the household |
| Original License (Code 2) | White copy of computer generated OCAL 3706, white copy of OCAL 1326 with all attachments on all adult members of household, initial home study narrative, administrative review summary, (as needed) |
| Renewal License (Code 3) | White copy of computer generated OCAL 3706 and OCAL 3889, Application |
| Change in capacity or terms of license (no change in license type) (Code 4) | White copy of OCAL 3706 |
| Change in license status from regular to provisional (Code 4) | White copy of OCAL 3706, copy of CAP signed by agency and foster parent(s) |
| Change in capacity (family home to group home or group home to family home)(Codes 13 & 2) | Enrolled OCAL 3706 for new license, OCAL 3706 for license to be closed, OCAL 1326 for each licensee completed in previous 12 months, zoning documents as needed |
| Death of 1 licensee in a 2 licensee household (Code 4) | White copy of OCAL with name of deceased person marked out in red, copy of death certificate or obituary from newspaper |
| Transfer of foster home from one CPA to another CPA (Code 5) | White copy of OCAL 3706 signed by releasing agency supervisor and accepting agency supervisor |
| Reopen (Code 6) | OCAL 3889, Application, OCAL 1326, Clearance form on all adult members of the household, home study narrative |
| Denial of issuance (Code 11) | White copy of OCAL 3706, OCAL 3889, OCAL 1326 for each adult in home, narrative that documents willful and substantial rule violation(s), supporting documentation |
| Withdrawal of enrollment Lack of response (Code 8) | White copy of OCAL 3706 and copies of letters to licensee (may not be used if rule violations have been found) |
| Withdrawal of enrollment No longer interested (Code 9) | White copy of OCAL 3706 and copy of letter from licensee asking to withdraw (may not be used if rule violations have been found) |
| Closure because of death (Code 10 or 15) | White copy of OCAL 3706, copy of death certificate or obituary from newspaper |

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| Licensee moves to a new address. No longer wishes to be licensed. (Code 14) | White copy of OCAL 3706 and written request from licensee to close license or copy of letter to licensee confirming move and request to close |
| Licensee moves to a new address. Wants to be licensed at new address. (Code 4) | White copy of OCAL 3706 with changes marked in red, OCAL 1326 for each licensee completed in previous 12 months, OCAL 3889, application |
| Close active license due to a failure of licensee to respond to CPA (Code 12) | White copy of OCAL 3706 and copies of at least 3 letters to licensee attempting to contact (may not be used if rule violations have been found) |
| Close license at request of licensee (Code 13) | White copy of OCAL 3706 and copy of letter from licensee requesting closure or returned license (may not be used if rule violations have been found) |
| Close because family has adopted (Code 19) | White copy of OCAL 3706 and copy of letter confirming closure due to adoption |
| Licensee group changes- either adding or deleting name from a license (Code 4) | White copy of OCAL 3706 with deletions or additions made in red, OCAL 3889 signed with new group member(s), OCAL 1326 for each adult member of household completed within the previous 12 months, copy of narrative assessing change in licensee group |
| Refusal to renew or revocation (Code 17 or 18) | White copy of OCAL 3706, renewal application (if appropriate) and narrative report that documents willful and substantial rule violation(s) with supporting documents |
| Remove an adult member of the household attached to the license (Code 4) | Photo copy of OCAL 3706 with a memo identifying the name and social security number of the person who has moved out of the home indicating the date the person moved. |

Revised 12/01/05